## Youth Services Policy Index

## **A ADMINISTRATIVE**

	1 Gen	eral	<u>Date</u>
	A.1.1	Policy and Correspondence Distribution	08-05-15
	A.1.2	Rescinded (Integrity)	06-20-11
	A.1.3	Organizational Structure	04-04-16
	A.1.4	Investigative Services	11-29-16
	A.1.5	Channels of Communication	09-25-14
	A.1.6	Legislative Updates and Statutory Reporting Requirements	12-02-14
	A.1.7	Risk Management	05-20-16
	A.1.8	Emergency Operations Plan	04-22-16
	A.1.9	Records Management and Retention	12-19-14
	A.1.10	Rescinded (Pledge for Safety)	07-28-10
	A.1.11	Polygraph Testing of Employees	07-19-13
	A.1.12	Delegation of Appointing and Contractual Authority	02-24-14
	A.1.13	Influenza Preparedness, Response and Recovery	11-16-16
	A.1.14	Unusual Occurrence Report	01-27-14
	A.1.16	Rescinded (Champion of Louisiana Juvenile Justice Award)	09-22-14
	A.1.17	Office of Juvenile Justice (OJJ) Community Liaison Councils	12-11-12
	A.1.18	Shelter/Meals for Employees on Duty During Emergency Situations	08-21-15
	A.1.19	Ebola Virus Disease (EVD)	11-19-14
2 Personnel			
	A 2 1	Employee Manual	07-05-16

2 Per	sonnel (cont.)	<u>Date</u>
A.2.2	Pay Administration and Management	01-04-16
A.2.3	Outside Employment, Second Jobs	09-24-13
A.2.4	Employee Awards	02-04-15
A.2.5	Family and Medical Leave of Absence	03-17-16
A.2.6	Requirement of Physician's Certification for Sick Leave Usage	07-30-14
A.2.7	Drug-Free Workplace	11-29-16
A.2.8	Sexual Harassment	04-13-16
A.2.9	Senior Executive Service	12-05-13
A.2.10	Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist	05-15-12
A.2.11	Employee Assistance Program	05-30-14
A.2.12	Personnel Records	05-09-14
A.2.13	Americans with Disabilities Act (Employees, Applicants, Candidates, Visitors)	11-30-16
A.2.14	Secure Care Facility Staffing	06-29-16
A.2.15	Dress Code for Secure Care Facilities and Community Based Services	06-29-16
A.2.16	No Smoking and Tobacco-Free Policy	01-30-15
A.2.17	Employee Suspensions: Pending Investigation, Enforced Annual Leave, Pending Criminal Proceedings	04-30-15
A.2.18	Criminal Record Check	07-15-15
A.2.19	Commissioned Probation and Parole Officer – Juvenile/ Special Agents	03-23-16
A.2.20	Critical Incident Stress Management (CISM) Program	04-28-16
A.2.21	Archived (Legal Services – Attorneys)	06-06-08
A.2.22	Violence-Free Workplace	04-13-16

2 Pe	rsonnel (cont.)	<u>Date</u>
A.2.23	Position Descriptions	08-12-15
A.2.24	Staff Development and Training Plan	04-13-16
A.2.25	Archived (Internal Correspondence Course Training)	06-11-09
A.2.26	Hiring and/or Promotional Interviews	09-13-13
A.2.27	Selective Service Registration	08-30-13
A.2.28	Return to Work	04-14-16
A.2.29	Rescinded (Juvenile Justice Employee's Oath)	07-28-10
A.2.30	Mail Precautions	05-30-14
A.2.31	Employees' Appearance Before the Louisiana Board Of Pardon/Parole Committee	04-18-13
A.2.32	Certification of Compliance and Internal Controls for all Personnel Actions	09-13-13
A.2.33	Uniformed Services Employment and Re-employment Rights	01-21-16
A.2.34	Rescinded (New Employee Survey)	12-15-04
A.2.35	Employee Exit Processing	03-21-16
A.2.36	Recoupment of Overpayments	09-03-13
A.2.37	Separation for Unscheduled Absences	07-21-11
A.2.38	Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts, Ethics Opinions	04-13-16
A.2.39	Solicitation by Vendors Relative to Payroll Deductions	09-16-13
A.2.40	Probationary Period	09-20-16
A.2.41	Verification of Credentials	03-01-13
A.2.42	Leave Approval for Employees Prior to Retirement	08-31-16
A.2.43	Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence	05-21-10
A.2.44	Off Duty Employees Not Allowed on Facility Grounds	12-20-13

2 Per	sonnel (cont.)	<u>Date</u>
A.2.45	Performance Evaluation System (PES) and Performance Adjustments	07-16-15
A.2.46	Employee Grievance Procedure	07-06-16
A.2.47	Equal Employment Opportunity	06-26-15
A.2.48	Driver Safety Program	11-07-16
A.2.49	Worker's Compensation	02-16-16
A.2.50	Flexible Work Schedules	12-02-16
A.2.51	Telecommuting and Alternative Work Site	08-12-14
A.2.52	<b>Rescinded</b> (Dual Career Ladder Policy for the Professional Information Technology Group)	04-20-10
A.2.53	Reduction in Force Procedure and Scoring Guide for Administrators, Teachers and Paraeducators	05-12-16
A.2.54	<b>Rescinded</b> (Attainment of a Juvenile Justice Certificate of Technical Studies)	05-19-14
A.2.55	Time and Attendance	11-05-14
A.2.56	Central Office Dress Code	11-19-13
A.2.58	Crisis Leave Program	02-04-15
A.2.59	Salaries of Education Administrators and Instructors in Secure Facilities	02-14-14
A.2.60	Domestic Violence	11-21-13
A.2.61	Pre-Employment Health Screening / Physical Examinations for Direct Care Positions	10-04-13
A.2.62	Staff/Youth Relationships	12-01-16
A.2.63	Dual Supervision	05-05-16
A.2.65	Shift Differential Pay for Certain Job Classes	11-23-15
A.2.66	Teacher/Paraprofessional Tuition Reimbursement	05-12-16
A.2.67	Management of Tuberculosis – Employees	11-20-13

2 Per	sonnel (cont.)	<u>Date</u>	
A.2.68	Diana Screen	07-14-15	
A.2.69	Attainment of Advanced Degree	02-04-15	
A.2.70	Attainment of Baccalaureate Degree	02-04-15	
A.2.71	Optional Pay	02-04-15	
A.2.72	Premium Pay	11-16-16	
3 Fisc	cal		
A.3.1	Asset Management	05-18-15	
A.3.2	Travel	10-13-16	
A.3.3	Requests for Statistical Information; Collection of Fees for Reproduction of Public Records and Statistical Reports	09-09-16	
A.3.4	Parental Contributions – Cost of Care and Treatment	03-07-16	
A.3.5	Cellular Telephone Usage	08-30-00	
A.3.6	Grants Administration Program	07-05-16	
A.3.7	Procurement of Supplies and Equipment	05-06-16	
A.3.8	Budget and Fiscal Management Activities	05-05-16	
A.3.9	Special Funds	10-18-10	
A.3.10	LaCarte Purchasing Card	12-02-15	
A.3.11	Financial and Property Loss Prevention Program	10-07-13	
A.3.12	Issuance of Clothing Inventory	01-31-14	
A.3.13	Office of Telecommunications Management (OTM) Land Lines	10-31-14	
A.3.14	Contract Providers Financial and Performance Reporting	09-04-13	
A.3.15	Prohibited Solicitation on Secure Care Facility Grounds	11-19-13	
A.3.16	State Corporate Travel Card	05-05-16	
4 Contract Management			
A.4.1	Contract Process	07-14-15	

4 Cor	ntract Management (cont.)	<u>Date</u>
A.4.2	Standard Operating Procedures for Contract Providers	08-10-16
A.4.3	Standard Operating Procedures for Providers of Female Residential Treatment Programs	01-04-16
5 Info	rmation Services	
A.5.1	Access to, Security of, and Use of Information Technology Resources and Mobile Devices	04-30-15
A.5.2	<b>Rescinded</b> (Access to and Use of Computers Assigned to Employees)	08-17-10
A.5.3	<b>Rescinded</b> (Evaluating Overall Performance and Measuring the Effectiveness of the Information Systems)	12-19-08
A.5.4	<b>Archived</b> (Quality Assurance Policy for Automated Information Systems)	01-28-05
A.5.5	Data Warehouse	02-28-14
A.5.6	Internet and Email Usage	04-30-15
A.5.7	Rescinded (Requests for Statistical Information – see A.3.3)	04-15-11
A.5.8	Cell Phone/Smart Phone Usage	06-18-14
A.5.9	Social Networking	06-11-14
A.5.10	Information Technology (IT) Technical Support	10-07-13
A.5.11	Video Conferencing	11-04-15
6 Emp	ployment Related Guidelines	
A.6.1	Housing Perquisites	12-05-14
A.6.2	Personal Property Reimbursement	05-27-14
A.6.3	Facility Meals	02-27-13
A.6.4	Rescinded (Privately Owned Livestock)	01-28-11
A.6.5	Utilization of Youth as Domestic Help Prohibited	07-22-11

	7 Mai	ntenance and Physical Plant	<u>Date</u>
	A.7.1	Safety Plan	08-22-14
	A.7.2	Freon Recovery – Certification of Technicians & Recovery Equipment	03-11-13
	A.7.3	Facility Design / Space Management	07-28-15
В	CLAS	SIFICATION, SENTENCING, AND SERVICE FUNCTION	<u>s</u>
	1 Gen	neral	
	2 Clas	ssification	
	B.2.1	Assignment, Reassignment, Release and Discharge of Youth	10-14-16
	B.2.2	Youth Classification System and Treatment Procedures	11-29-16
	B.2.3	Secure Care Intake	10-17-16
	B.2.4	<b>Rescinded</b> [Louisiana Intensive Training and Education Program (LITE)]	03-14-08
	B.2.5	Rescinded [Short Term Offender Program (STOP)]	03-19-10
	B.2.6	Rescinded [I'm Modeling a New Image Program (IMANI)]	03-06-06
	B.2.7	LAMOD Program and Youth Stage Procedures	08-30-16
	B.2.8	Behavior Management Unit	04-02-13
	B.2.9	Rescinded (Youth Placement Review Process)	12-13-12
	B.2.10	Rescinded (Youth Structured Programming)	02-25-13
	B.2.11	Modification of Disposition	01-27-14
	B.2.12	FAST TRACK Program	05-09-16
	B.2.13	Secure Care Early Release and Step Down to Non-Secure	10-14-16
	B.2.14	Secure Care SAVRY	05-21-15
	B.2.15	Substance Abuse Treatment Program	09-02-15

2 Clas	ssification (cont.)	<u>Date</u>
B.2.16	Secure Care Intake and Assessment of Youth Who Demonstrate Sexual Behavior Problems	08-12-15
B.2.17	Sex Offender Notification and Registration Requirements	12-18-15
B.2.18	Reintegration Process	12-18-15
B.2.19	Programs and Evidence-Based Practice	10-02-15
B.2.20	Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth	01-19-16
3 Rec	ords	
B.3.1	Secure Care Youth Records-Composition and Maintenance	08-21-15
B.3.2	Access to and Release of Active and Inactive Youth Records	11-21-13
4 Sen	tencing	
B.4.1 Youth Sentence Computation		10-13-16
5 Adn	ninistrative Remedy Procedure/Disciplinary Process	
B.5.1	Youth Code of Conduct – Secure Care	06-22-15
B.5.2	Imposition of Restitution	08-15-01
6 Med	lical/Mental Health	
B.5.3	Administrative Remedy Procedure	06-22-15
B.6.1	Health Care	06-29-16
B.6.2	Communicable and Contagious Diseases and Infection Control Program	10-13-16
B.6.4	Accident and Injury (A&I) Evaluations	12-03-14
B.6.5	Secure Care Mental Health Screening, Appraisal, and Evaluation	03-10-14
B.6.6	Secure Care Mental Health Program	03-10-15
B.6.7	Secure Care Suicide Prevention	03-22-16

C.1.16 **Archived** (Canine Units)

01-28-09

1 Ger	neral (cont.)	<u>Date</u>
C.1.17	Monitoring and use of SmartZone System (700 and 800 MHz Radios)	05-13-14
C.1.18	Facility Tours	08-12-15
C.1.19	Cecil J. Picard Educational and Recreational Center	07-11-16
C.1.20	"Green" Initiatives	11-05-14
2 Sec	urity	
C.2.1	Escapes, Runaways, Apprehensions, and Reporting	11-04-15
C.2.2	Facility Riot, Significant Disturbance and Hostage Situation	12-02-15
C.2.3	Searches of Youth	09-02-15
C.2.4	Searches of Employees	08-12-15
C.2.5	Searches of Visitors - Secure Care	08-12-15
C.2.6	Use of Interventions – Secure Care	07-21-16
C.2.7	Youth Drug/Alcohol Testing	08-05-15
C.2.8	Youth Visitation in Secure Facilities	10-02-15
C.2.9	Correspondence and Packages	11-14-14
C.2.10	Safety and Emergency Management	08-19-13
C.2.11	Prison Rape Elimination Act (PREA)	11-04-16
C.2.12	Emergency Escorting	07-26-16
C.2.13	Key Control Program	04-15-16
C.2.14	Tool Control Program	11-15-16
C.2.14	Tool Control Program-Cecil J. Picard Education and Recreational Center	03-08-16
C.2.15	Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)	08-31-16

2 Sec	curity (cont.)	<u>Date</u>
C.2.15A Hazardous Materials Program-Cecil J. Picard Center		
C.2.16	Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)	03-04-16
C.2.17	Youth Hunger Strikes	11-17-14
C.2.18	Perimeter Security for Secure Care Facilities	06-12-14
C.2.19	Youth Accountability/Secure Care Facilities	09-18-14
C.2.20	Youth Transport - Secure Care Facilities	04-22-15
C.2.21	Security Manual – Secure Care Facilities	05-30-14
C.2.22	Contraband Control - Secure Care Facilities	08-12-15
C.2.23	Control Centers at Secure Care Facilities	01-24-14
C.2.24	Electronic Monitoring Program (EMP)	02-11-16
4 Sec	ure Care Facilities	
C.4.1	Furlough Process	11-03-15
C.4.2	Social Security Benefits	05-29-14
C.4.3	Mandatory Reporting of Abuse & Neglect of Youth	05-28-14
C.4.4	<b>Archived</b> [Smoking and Use of Tobacco Products (juvenile) see A.2.16]	08-19-04
C.4.5	Cell Restriction Page 2 Form 4 Attachment C.4.5 (d) Crisis Intervention Unit Daily Tracking Log	06-01-01 07-30-01 11-30-01 12-05-05
C.4.6	Securing Physical Evidence/Crime Scene	02-24-14
C.4.7	Escorted Absences	12-18-15
C.4.9	Sale of Vocational Goods and Hobby Craft Items	08-16-13

	5 Moi	nitoring	<u>Date</u>
	C.5.1	Required Database Entry and Reporting Requirements	07-21-16
	C.5.2	Regional Office Duty Officers, and Facility Administrative Duty Duty Officers (ADOs) Reporting of Serious Incidents	04-11-14
	C.5.3	Quality Assurance Reviews – Central Office Audits, Secure Facilities and Regional Offices	05-12-16
	C.5.4	Rescinded (Incident and Trend Analysis Process)	10-29-04
	C.5.5	Performance Standards	12-15-14
	C.5.6	Juvenile Electronic Tracking System (JETS)	10-12-15
	6 Cul	inary	
	C.6.1	Food Services	04-30-15
	8 Div	ision of Youth Services	
	C.8.1	<b>Rescinded</b> (Community-Based Services Policy and Procedure Manual)	01-21-10
	9 Pris	son Enterprises	
	C.9.1	Rescinded (Equine Health Management)	01-28-09
	C.9.2	Rescinded (Purchase of Products & Services by the Department)	02-03-06
D	COM	MUNITY BASED SERVICES	
	1 Adr	ministration and Management	
	D.1.2	Internal Quality Assurance Review	07-01-13
	D.1.5	Cooperation with Other Agencies	09-16-13
	D.1.8	Mandatory Reviews	07-30-15
	2 Per	sonnel	
	D.2.1	Physical Examinations, Essential Functions and Special Requirements for Probation and Parole Officers/Juvenile	07-16-15

## 4 Fiscal

5 Youth Records

D.5.1	Composition/Location/Retention of Active & Inactive Youth Records – Community Based Services	08-26-15
6 Man	agement Information and Research	
7 Inta	ke	
D.7.1	Intake Services	07-01-13
8 Con	nmunity Placement Programs	
D.8.1	Social Service and Prevention/Diversion Contract Monitoring	05-18-15
9 Plac	ement, Transfer, Termination and Removal Process	
D.9.1	Placement of Youth in Residential Facilities	07-28-15
D.9.1A	FINS Respite Care	11-24-14
D.9.3	Case Assessment Process for Non-Secure Placement	12-20-13
D.9.4	Placement Process	03-07-16
D.9.5	Service Delivery / Case Management	01-19-16
D.9.7	Financial Assessment, Medicaid Eligibility and Parental Contributions	03-07-16
D.9.8	Youth Travel- Community-Based Services	08-12-15
D.9.9	Reimbursable Expenses	01-29-16
D.9.10	Placement in Psychiatric Facilities	10-14-13
D.9.12	Participation in the Title IV-E Program	07-01-13
D.9.13	Case Assessment Process for Secure Care Placement	06-21-16
10 Sup	ervision	
D.10.3	Assignment of Cases, Reports and Other Activities	02-23-16
D.10.4	Community Supervision Classification System	05-22-15
D.10.5	Receipt, Security and Disbursement of Funds Collected from Youth, Supervision Fees and Restitution	03-18-16

10 Sup	pervision (cont.)	<u>Date</u>
D.10.7	Probation and Parole Supervision	02-05-16
D.10.10	Families in Need of Services (FINS)	08-25-15
D.10.11	Transporting Youth by Community-Based Services	04-28-16
D.10.12	2 Use of Interventions – Community Based Services	08-25-15
D.10.15	Detention & Location of Youth Pending Secure Assignment	08-25-15
D.10.17	Probation and Parole Violations	10-19-16
D.10.19	Rescinded [Electronic Monitoring Program (EMP)-combined with C.2.24]	02-18-13
D.10.21	Complaints and Grievances	10-10-14
D.10.22	2 Interstate Compact for Juveniles (ICJ)	11-30-16
D.10.23	3 Consultation with Colleges and Universities	08-26-14
D.10.26	6 Rescinded (Place of Detention – see D.10.15)	12-03-11
D.10.27	Rescinded (Searches of Youth – Community-Based Services)	01-18-12
D.10.32	2 SAVRY – Community Based Services	03-18-14
D.10.33	State Council for the Interstate Compact on Juveniles	04-25-13
D.10.34	Pending Secure and Non-Secure Placement – Provision of Services While in Detention	08-25-15
11 Investigation and Reports		
D.11.1	Predisposition Investigation and Social History	08-03-15
15 Social Services		
D.15.1	Social Services Staff Orientation, Training, and Continuing Education	01-20-16
D.15.2	Social Services Youth Case Records	01-20-16
D.15.3	Delivery of Treatment and Auxiliary Services	05-06-16